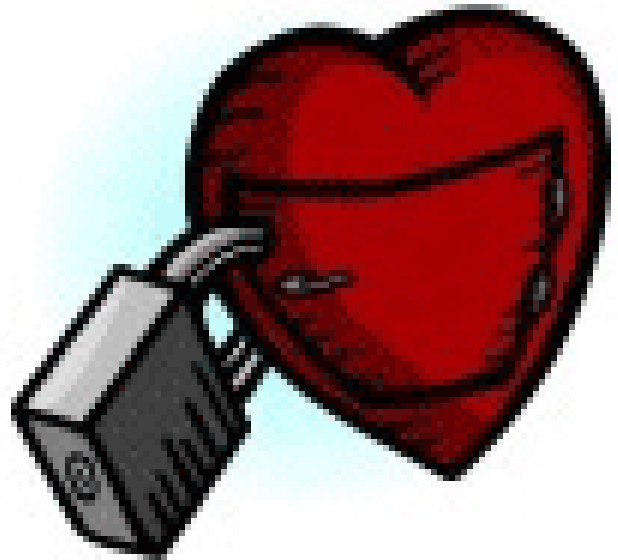


# You Hold The Key To The Heart of Information Security

Information Technology alone **is not** the answer to securing information.

**YOU** are responsible for safeguarding your computer workstation.

**YOU** are responsible for actions taken with your password and ID.



You use an ADOA computer work-station to do your job...

**This makes you responsible for understanding and reducing the risks to confidential information.**

## **What is Confidential Information?**

Confidential information includes any information that ADOA creates, discovers or acquires that is held in confidence. Improper disclosure of confidential data could be harmful to the subject. Confidential information is described as business plans, financial statements, software programs, marketing plans and employee or customer list. **When in doubt, assume that information is confidential and should be protected.**



*ADOA Information Security*

**AIS**

**Managing Our Information Safeguards**

[www.azdoa.gov/isd/ais](http://www.azdoa.gov/isd/ais)